Ministry of Labour

e - Forms User Manual
(Juvenile Work Permit)

Navigation to Eforms

User can access eforms in 2 ways

- Service Map
- Eforms Menu Bar

Service Map

A Service map is a link through which user can easily access list of eforms organized in hierarchical order in tree view format. This helps users to quickly find desired form on the site.

Eg. If a user needs to type a Modify Company form then he / she should click on Establishment and the click on Modify Company.

Eforms Menu Bar

User can access the eforms through Eform Menu bar at the top of the page. These forms are organized in hierarchical order in menu format. This helps users to quickly find desired form on the site.

Eg. If a user needs to type a Sponsorship Cancellation form then he / she should click on eform menu bar , then select cancellation and then choose Sponsorship Cancellation.
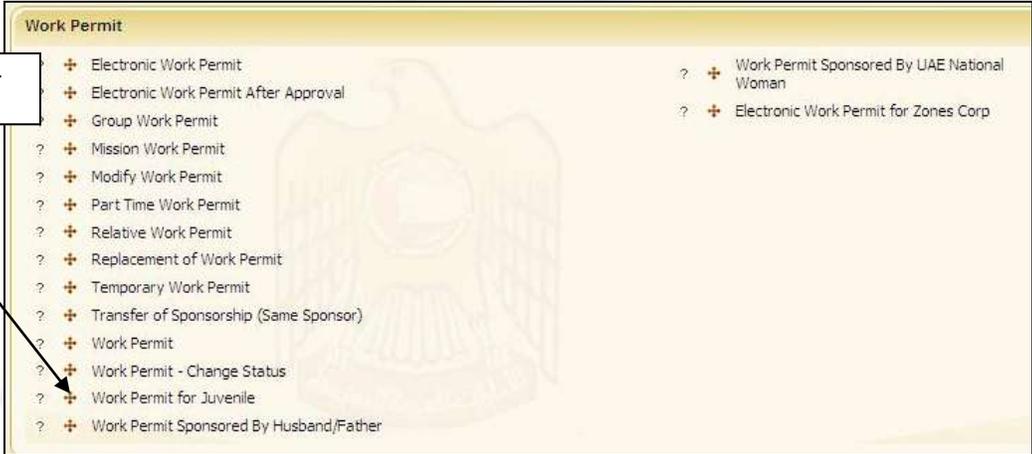
Juvenile Work Permit

Introduction

Juvenile work permit service is use to apply for work permit for minors below 18 years of age.

Functional Description

    o Click on "Juvenile Work Permit".

    o Enter company number of the company for which the work permit needs to be applied; sponsor name in English and Arabic and press "Go".

    o On clicking "GO" a form is displayed that needs to be completed.

UserName: RAFITEST				Date: 16/06/2011 10:51:14	

Company Information

Company Number	235444	2-A	License No	233642	Expiry Date	29/08/2011
Company Name	GLOBAL INFORMATION TECHNOLOGY L.L.C					
PoBox	7982		Emirate	Dubai	Labour Office	Dubai

Person Information

Person Name(Arabic) *	
Person Name(English) *	

Birth Date *		Gender *	SELECT

Nationality *		Previous Nationality *	
Country of Birth *		Marital Status *	
Passport No *		Passport Type *	
Birth Place(Arabic) *		Birth Place(English) *	
Passport Issue Date *		Passport Expiry Date *	
Passport Place (Arb) *		Passport Place (Eng) *	
Country Of Issue *		Permanent Country *	
Religion *		Faith *	
Education *			
Mother Name(Arabic) *			
Mother Name(English) *			
Spoken Language *		Mobile No.(Abroad)*	
Address Abroad *			
Documents Scanned	○ Yes ● No	☐ Contract Saved	

Contact Information

Person Name (English) *		Person Name (Arabic) *	
ID Number *		ID Type *	SELECT ID TYPE
Mobile No. *			

| Contract Information	eSign	Attachments	Save

Close

- o Fields with (*) are mandatory and needs to be filled.
- o Complete the form entering employee information.
- o Enter contact information of the person who should be contact in future for any reference.
- o Enter contact person ID type and ID number.
- o Contact mobile numbers should always start with 050 OR 055 OR 056 and should be 10 digits.

o Complete contract information of the employee filling the contract form.

Contract Information		
UserName: TESTUSER		**Date: 25/07/2010 02:21:17**

Contract Information

Job Title *	2421022 TEACHER (KINDERGARTEN)	
Working Hours *	8	Annual Leave * 30
Basic Salary *	5000	Total Salary * 6000
Basic Salary-English (InWords) *	FIVE THOUSAND DIRHAMS	
Basic Salary-Arabic (InWords)*		خمسة الاف درهما
Contract Duration *	⦿ Limited ◯ UnLimited	
Start Date *	27/07/2010	End Date * 18/08/2011
Probation Period (in Months) *	3	

Allowance	English	Arabic
Accomodation Allowance *	1000	1000
Transport Allowance *	1000	1000
Other Allowance1		
Other Allowance2		
Other Allowance3		
Other Allowance4		
Other Conditions A		
Other Conditions B		

Save	Close

o Enter job title of the applicant.
o Annual Leave, Basic Salary should be more than"0"
o Total salary should be more than the basic salary.
o Limited contract should have a start and end date; unlimited contract requires only a start date.
o Contract start date should be between entry date and today's date and contract end date should not be more than 3 years from the contract start date for limited contract.
o Educational contracts (eg. For teachers) will have an additional contract page in the print receipt giving details of their job terms and condition.
o Accommodation and transportation allowance are mandatory to be filled.

- o Complete and save the form.
- o Scan and attach the following documents.

  1. Applicants Photo
  2. Passport Copy
  3. Based on the job if Teacher scan Ministry of Higher Education Approval Letter
  4. If Medical Professional scan Ministry of Health Approval
  5. If Driver scan Driving license

- o If you are unable to scan, please visit the below link where in you will get help to install the required drivers to help scan.
  http://eservices.mol.gov.ae/Molforms/help/usermanual.htm
- o Esign or EIDA card is required to complete this transaction.
- o When clicking on esign, you will get an option to choose Esign or EIDA card.
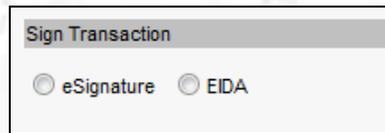
Sign Transaction

○ eSignature   ○ EIDA

- o Enter you card pin, on verification of the pin transaction will be electronically signed
- o If the applicant does not have an esignature or EIDA card at the time of getting the application typed, you can choose skip esign option and the transaction can be signed electronically through enetwasal.
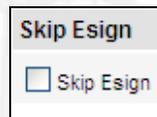
Skip Esign

☐ Skip Esign

- o On completing the form click on "Save". After save, you will be diverted to payment gateway where payment for the transaction should be made.
- o On completion of payment you will receive a receipt which needs to be given to the customer.

Receipt